

Digital Citizenship Manual for ABC Elementary School

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**Digital Citizenship Defined**

Digital Citizenship can be defined as the norms of appropriate, responsible behavior with regard to technology us. (Rigby, website, homepage, 2014) When we use technology we become citizens of a world-wide digital community. Everyone on line is a digital citizen. As in our non-digital communities, our on line communities must have rules, norms, policies, etiquette, and policies in order to function and communicate in a safe and healthy manner.

**Purpose of the Manual for Digital Citizenship**

The purpose of the Manual for Digital Citizenship for ABC Elementary School is to provide guidelines to faculty, staff, students, and parents/guardians for the appropriate and healthy use of technology at ABC Elementary School.

**General Guidelines**

Use of ABC Elementary School technological resources is intended for school-related use only. Use of ABC Elementary School technological resources for personal, private, non-school related, sexual, abusive, or otherwise deemed inappropriate use will be grounds for disciplinary action.

[www.commonsensemedia.org](http://www.commonsensemedia.org)

[www.digizen.org](http://www.digizen.org)

**Digital Access**

Access to school technology, school desktops, school laptops, school Kindles, and all other school technology and devices will be scheduled during each class’s computer lab time, in-class technology time, or other times as appropriate to the lesson and as designated by the teacher. Personal devices may be allowed at times. These may include cell phones, tablets, e-readers, laptops, etc. Days and times personal technological devices will be allowed in school will be announced. Look for announcements of BYOD, Bring Your Own Device days!



Students who bring their own devices to school do so at their own risk. While every effort will be made to protect the device, the school will not be held liable for lost, stolen, or damaged devices.

Charging of the school’s equipment will be the responsibility of the school, charging of personal devices will be the responsibility of the owners but may be allowed at school if resources are available.

**Classroom and Computer Lab Computer Use Rules**

1. Have Clean Hands
2. No Food or Drinks
3. Follow Instructions
4. Work Quietly
5. Inform a Teacher if Computer is not Working Correctly
6. Keep Area Neat
7. Save Often
8. Keep Usernames and Passwords Safe
9. Eyes on Your Own Screen
10. Surf Safely
11. Be Smart When Searching Online – Use Reliable Sources
12. Wear Headphones if Your Program Has Sound
13. Print Only When Given Permission
14. Game Playing Only With Permission
15. Log Off

Use of the technological resources of ABC Elementary School, while very beneficial to the educational process, is a privilege. Failure to follow the rules will result in disciplinary action. Habitual disregard for the rules will result in a loss of technology usage privileges.

Usernames and passwords must be shared with the teacher. Students will be expected to remember their usernames and passwords. However, the teacher will maintain a list of students’ usernames and passwords.

Watch this video for tips about reliable sources when searching online: <https://d1pmarobgdhgjx.cloudfront.net/digitalcitizenship/SolomonsStory.mp4>

**Classroom Cell Phone Rules**

Cell phones can be useful technological devices at school when used appropriately.

1. Cell Phones may be used in the first 5 minutes of class to take a picture of the homework posted on the board.
2. After the first 5 minutes of class, all cell phones are to be turned off, and stored in students’ backpacks. NO EXCEPTIONS!
3. Cell phones may be used at other times, and for other reasons, as deemed appropriate by the classroom teacher.
4. Students who disregard these rules will have their cell phones confiscated, delivered to the office, retrievable only by a parent or guardian.
5. Students with alternative education plans may use cell phones as assistive technology devices.

<https://www.youtube.com/watch?v=67jG1HUcBM0>

**Social Networking and Cyber Bullying Policies**

Social Networking (e.g., FaceBook, Twitter, Edmodo, Linkedin, SnapChat) and multi-player online games (MOG) can be positive platforms for staying connected with family and friends, having fun, and useful for school work. Users much be careful as there are risks involved. Sharing too much information, sharing personal information, and trusting unknown people can lead to unknown dangers.

Anything posted online is there forever, even if you “take it down.” Your digital footprint, or digital reputation, is affected by every post you post, every picture you post, every comment you make! Everyone from college admissions to your principal is judging who you are by what your digital reputation is.

Cyber bullying of any kind will not be tolerated, will be treated as any other bullying and will be punished to the maximum allowed by the school policies outlined in the school Code of Conduct.

Watch this video about cyber bullying

<https://d1pmarobgdhgjx.cloudfront.net/education/Emma_Cyberbullying_noFB_Rebrand_2014.mp4>

[www.facebook.com](http://www.facebook.com)

[www.Twitter.com](http://www.Twitter.com)

[www.edmodo.com](http://www.edmodo.com)

[www.linkedin.com](http://www.linkedin.com)

[www.commonsensemedia.org](http://www.commonsensemedia.org)

**Email and Internet Safety**

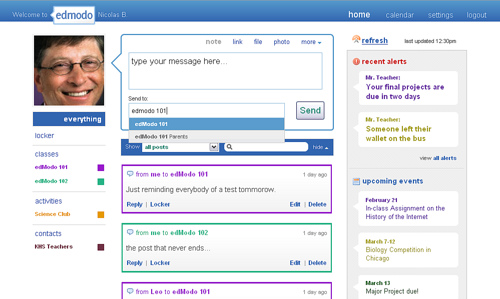
Your personal information should be protected. All emails and electronic transmissions are subject to scrutiny by the school system.

**Copyrights and Plagiarism**

All copyright laws shall be followed and enforced. Plagiarism will not be tolerated. ABC Elementary School reserves the right to use TurnItIn.com to check for plagiarism.

[www.turnitin.com](http://www.turnitin.com)

**Examples of Acceptable Use**





**References**

[www.digitialcitizenship.net](http://www.digitialcitizenship.net), Mike Ribble, 2014

[www.jasonohler.com](http://www.jasonohler.com), Jason Ohler, 2014

[www.fosi.org](http://www.fosi.org)

[www.commonsensemedia.org](http://www.commonsensemedia.org)

[www.edmodo.com](http://www.edmodo.com)

[www.starfall.com](http://www.starfall.com)